FUTURE HOPES INTEGRATED DEVELOPMENT ORGANIZATIO (FHIDO)

Child and Adult Safeguarding Po

FHIDO's Safeguarding Policy

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FHIDO's Safeguarding Policy

Acronyms

ACRWC	The African Charter on the Rights and Welfare of the Child
CEDAW	The Convention on the Elimination of All forms of Discrimination Against Women
CSA	Charities and Societies Agency
EFDRC	Ethiopian Federal Democratic Republic Constitution
FHIDO	Future Hopes Integrated Development Organization
PWDs	Person with Disabilities
PSEA	Protection from Sexual Exploitation and Abuse
UDHR	Universal Declaration of Human Rights
UNCRC	The Convention on the Rights of the Child

FHIDO's Safeguarding Policy

1.1 Introduction

Safeguarding is the responsibility that an organization has to ensure that their employees and volunteers, partners, vendors, operations and programs do no harm to children, young people or vulnerable adults (together referred to as 'vulnerable people' under this policy); that they do not expose them to the risk of discrimination, neglect, harm and abuse; and that any concerns the organization has about the safety of vulnerable people within the communities in which they work, are dealt with and reported to the appropriate authorities. It is also the responsibility that the organization has for protecting its employees and volunteers when they are vulnerable, for example, when ill or at risk of harm or abuse.

Child protection is a central part of but not separate to safeguarding. It is the process of protecting individual children identified as either suffering or at risk of significant harm as a result of abuse or program of work. It also includes measures and structures designed to prevent and respond to abuse.
Over recent years, there has been increasing recognition of the way in which children, young people and vulnerable adults can be at risk of discrimination, neglect, abuse and exploitation by those who are in positions of trust and power over them, including through international development activities.
As a consequence, there has been a significant increase in the efforts made by development organizations to ensure that no harm results from the contact their employees, volunteers and other representatives have with their target populations or communities.

Through their work, FHIDO employees, employees of partner organizations and volunteers may engage with young people and vulnerable adults either directly or indirectly.
FHIDO recognizes it has an obligation to put in place all reasonable safeguarding measures to ensure, as far as possible, the safety and protection of children, young people, and vulnerable adults, including those with whom we work and those in the communities where FHIDO work is undertaken.

1.2 Purpose of the Policy

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with FHIDO. This includes harm arising from:

- The conduct of staff or personnel associated with FHIDO
- The design and implementation of FHIDO's programs and activities

The policy lays out the commitments made by FHIDO, and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under FHIDO's human management resource Policy
- Safeguarding concerns in the wider community not perpetrated by FHIDO staffs or associated personnel.

1.3 What is safeguarding?

- Refers to the measures organizations take to keep people safe from SEAH and other forms of harm (i.e. physical, emotional and economic abuses, neglects or any form of exploitation)
- Protecting children and adults from harm within our programs and activities.
- It is different from the protection that organizations offer to communities through protection programming.
- Addresses harm that may be caused by **a staff member** or **associate**, or **representatives** or **the organization's operations** or **programs**.
- Shapes the organization's **approach, practice and culture** to ensuring a comprehensively **safe environment for all people with whom the organisation engages**.

1.4 Guiding Principles

- The **Legal Framework** requires their protection
- International conventions and declarations (Universal Declaration of Human Rights;(UDHR, 1948)
- The International Covenant on the Elimination of all Forms of Racial Discrimination – 1965
- The Convention on the Elimination of All forms of Discrimination Against Women (CEDAW, 19 79).
- The Convention on the Rights of the Child (UNCRC, 1989)
- The African Charter on the Rights and Welfare of the Child (ACRWC)
- The Ethiopian Federal Democratic Republic Constitution(EFDRC) and associated laws all demand ensuring of the right to protection from any sort of harms
- Their vulnerability, Because of **their age and maturity** (e.g. children without care of adults and children with disability are more vulnerable)
- **Power difference** might turn to expose them to abuse
- Economic inequality (access issue)
- When the existing protection mechanisms are loosened
- *Universal: all people are entitled to them; inherent to every individual without discrimination;*
- Inalienable: they cannot be arbitrarily given up or taken away
- Indivisible: political/social/cultural/civil/economic human rights cannot be ranked in a hierarchical order

- **Inter-related and interdependent**: the realization of one right often depends, wholly or partly, upon the realization of other rights.

1.5 Policy Statement

FHIDO believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. FHIDO will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding [as appropriate]: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them.

FHIDO commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

1.6 Prevention

1.6.1 FHIDO's responsibilities

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programs and activities in a way that protects people from any risk of harm that may arise from their coming into contact with FHIDO. This includes the way in which information about individuals in our programs is gathered and communicated.
- Implement strict safeguarding procedures when recruiting, managing and deploying staff and associated personnel.
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization.
- Follow up on reports of safeguarding concerns promptly and according to due process.

1.6.2 Staff responsibilities

a. Child safeguarding

FHIDO staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of [illegible]
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labor or trafficking
- Abstain to report any sort safeguarding issues against a child

b. Adult safeguarding

FHIDO staff and associated personnel must not:

- Sexually abuse or exploit at risk adults

- Subject an at risk adult to physical, emotional or psychological abuse, or neglect

c. Protection from sexual exploitation and abuse

FHIDO staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, FHIDO staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Report any concerns or suspicions regarding safeguarding violations by an FHIDO staff member or associated personnel to the appropriate staff member.

d. Enabling reports

FHIDO will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by [NGO]'s Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

FHIDO will also accept complaints from external sources such as members of the public, partners and official bodies.

e. How to report a safeguarding concern?

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point [as appropriate] or line manager. If the staff member does not feel comfortable reporting to their Safeguarding Focal Point or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be a senior manager or a member of the HR Team.

- Main Office, Email : kmnl@fhid.org, Telephone 0911135582
- Edget Ber Telephone 0913 27 46 31
- Piassa , Telephone 0953 96 72 34
- Atikilt Tera 0922 53 53 48
- Kelifa Site, Telephone 0923 25 26 78
- P.O. Box 25887

f. Response

FHIDO will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in

Associated Policies). FHIDO will apply appropriate disciplinary measures to staff found in breach of policy.

FHIDO will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support

g. Confidentiality

It is essential that confidentiality in maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

1.7 RISK ASSESSMENT AND MANAGEMENT

FHIDO has the responsibly to ensure all its program interventions are delivered to project participants (children, women, adult at risk) in a safe and protected way. The mechanism to safeguard program participants includes undertaking proper risk assessment prior to the delivery of any program interventions which ranges from program design and planning to implementation and evaluation stages. The risk assessment takes the following steps into account, Identify the risk, Analyze the risk, Prioritize the risk, Treat the risk and Monitor the risk.

1.7.1 SAFE RECRUITMENT

It is a set of practices to help make sure staffs and volunteers that are suitable to work with vulnerable target community member's/project stakeholders such as children and adults at risk. Safer recruitment should be a continuing process of improvement for organization whose work or services involve contact with children and persons with disability. Thus, FHIDO would take relevant measurements with regard to employing of new staffs that include but not limited to reference checks of at least two employing organizations about the candidate's previous history related to safeguarding issues, use of firm safeguarding statements of FHIDO on job announcements, police finger print checks, etc.

1.7.2 SAFE PROGRAMME DESIGN, IMPLMENTATION AND EVALUATION

Safe programming is about strengthening and building protective environments in which programs take place through careful risk management and designing programs in a way that creates or contributes to a safer environment for target community members, stakeholders and staffs. So, FHIDO will take all necessary measures in line with the risk assessment management steps of this document described by 1.7 above.

1.7.3 TRAINING AND AWARENESS

Trainings and induction on safeguarding will fill the knowledge gap that existed among staffs. Therefore, organize awareness raising training on safeguarding helps to minimize the probability of abuses to be occurred and increase their accountability and commitment to exercise safeguarding. FHIDO has the responsibility to organize appropriate awareness creation sessions to staffs, volunteers, stakeholders and other associates on safeguarding. FHIDO is required to organize induction on safeguarding to new staffs and refresher training for existing staffs annually.

1.7.4 COMMUNICATION /MEDIA

It is essential to minimize the risk of inappropriate use of information, stories and visual images (photographs, video or social media) of children and adults at risk target community members and stakeholders. Communications must not create potential actual risks to the people they feature, and

communications must respect their privacy and dignity. FHIDO has the responsibility to ensure all communications material to be collected, developed, stored, distributed, and published in a way that is safe and with consent fr[illegible] Lalso use the social media and onli[illegible] safeguarding risks.

1.8 WORKING WITH PARTNERS

Safeguarding action is a humanitarian imperative because it entails a range of policies and procedures to address child and adult safety and wellbeing and all. Thus FHIDO works with partners on the basis that ensure the safety and wellbeing of children and adults at risk. As result workers or coworkers who come to FHIDO from its partners will be expected to give their commitments of abiding by the FHIDOs safeguarding policy and code of conduct.

1.9 ROLES AND RESPONCILIBITIES OF STAFFS, SAFEGUARDING FOCAL PERSON, SENIOR MANAGAMENT AND BOARD

1.9.1 Senior management

The FHIDO management is responsible for ensuring employees, volunteers, consultants, visitors and partner organizations are aware of the policy and are supported to implement and work in accordance with it, as well as creating a management culture that encourages a focus on safeguarding. They must ensure that they are responsive, acting immediately if they become aware of any safeguarding concerns, and supportive towards employees or volunteers who complain about breaches in this policy.

1.9.2 Safeguarding focal person

Safeguarding focal person is responsible for handling reports or concerns, about the protection of vulnerable people, appropriately and in accordance with the procedures that underpin this policy.

FHIDO's management shall assign safeguarding focal person centrally at coordination office. The management will also assign persons that work for safeguarding issues at each of the project areas/sites. Those assigned at sites and service delivery points will report cases to the central focal person at coordination office for further investigation. The central safeguarding focal person is responsible for:

- monitoring and recording safeguarding concerns
- ensuring referrals to the relevant authorities happen without delay
- updating safeguarding training for all staff
- ensuring this policy is reviewed every 3 years or earlier if necessary
- ensuring it is implemented throughout the organization and safeguarding training given
- ensuring monitoring and recording procedures are implemented

1.9.3 FHIDO's Board

The FHIDO Executive Board is responsible for ensuring the effective implementation of this policy and associated procedures and ensuring that everyone linked with FHIDO is equipped and supported to meet their responsibilities.

1.10 REPORTING/RESPONDING TO CONCERNS

. When cases of safeguarding issues occurred against project participants, FHIDO uses safe ways of receiving and responding allegation mechanisms from survivors timely. Project participants that encounter any form of allegations can report the cases to a person assigned to the project area and the

assigned safeguarding area and cases will be reported to central safeguarding focal person within a day. The focal person then will report to executive director within two days. The executive director then establishes three to five committee members to undertake investigation on survivors of allegations. The committee members then shall undertake the investigation based on secret and coding procedures of the case and results of the investigation will also be reported within five days' period to the FHIDO manager.

1.11 INVOLVING CHILDREN AND PRESONS WITH DISABILITY

FHIDO creates opportunities to engage children, women and people with disability to incorporate into its activities and programs and how they are involved in the child safeguarding measures of the organization and also it uses workshops and training sessions to provide information on safeguarding issues. FHIDO shall put all safeguarding measures in place to protect children and persons with disability(PWDs) from any kind of abuse and risks during the implementation of program interventions. It also establishes convenient reporting and responding feedback mechanisms for cases encountered to them.

1.12 POLICY IMPLEMENTATION AND MONITORING

It is the part of the safeguarding policy which comprise of the information how the safeguarding policy is put in to practice and monitoring of the policy implementation and how often the monitoring of the safeguarding practice of the organization is conducted. Besides, it should also describe the managements commitments in the implementation and monitoring of the policy. FHIDO will put and ensure the safeguarding policy and code of conduct implementation practice by incorporating within its periodical monitoring and evaluation activities.

1.13 POLICY REVIEW

In order to keep updated with the latest regulations and other organizational changes, as well as to be consistent with the current practices of safeguarding, FHIDO shall make safeguarding policy and code of conduct revision every three years by concerned internal staffs or by consultant whichever is appropriate.

1.14 Scope

- All staff contracted by FHIDO
- Associated personnel whilst engaged with work or visits related to FHIDO, including but not limited to the following: board members, management members, consultants; volunteers; contractors; program visitors including journalists, celebrities, and politicians.

1.15 Associated policies

- Code of Conduct

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- FHIDO Human Resource Management Policy
- Child protection policy
- Sexual Harassment policy
- FHIDO Fraud Prevention Policy
- Board Members Ethics Policy

1.16 Glossary of Terms

Beneficiary of Assistance

Someone who directly receives goods or services from FHIDO's program. Note that misuse of power can also apply to the wider community that the FHIDO serves, and also can include exploitation by giving the perception of being in a position of power.

Child

A person below the age of 18

Harm

Psychological, physical and any other infringement of an individual's rights

Psychological harm

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

Protection from Sexual Exploitation and Abuse (PSEA)

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

Safeguarding

Safeguarding in FHIDO means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programs.

In general, safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

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This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programs, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialize. Those systems must be survivor-centered and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the center of all we do.

Sexual abuse

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition incudes human trafficking and modern slavery.

Survivor

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

At risk adult

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

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1. Appendix A: FHIDO's Abuse Reporting Form

Reported By: Name: _____ Job Title: _____

Your Organization & Location: _____ Your Contact Details: _____

Your relationship to the child, if relevant: _____

Name of the Abused: _____ Circle: Male Female Age: _____

With who does the children, girls, vulnerable youth and adults at risk live: _____ Child's address: _____

Major concern: Are you reporting your own concerns or passing on those of someone else? If you are passing on the concerns of someone else, include their name and their relationship to the child?

_____

Please give a brief description of why you are concerned. Include dates, times and the location of any specific incidents, name of any witnesses and names(s) of alleged abuser:

_____

Have you spoken to the children ,girls, vulnerable youth and adults at risk ? If so, what was said?

_____

Where any relevant observations made (emotional, physical or behavioral indicators)?

_____

Any other relevant information not previous covered?

_____

Have you reported this concern to anyone else? If so, give details of who you have spoken or reported to (name of person, name of organization, their contact details, date and time which you spoke to them).

_____

Is the children , girls, vulnerable youth and adults at risk in immediate danger? Yes □ No □

_____

Are you in immediate danger? Yes □ No □

Does the children , girls, vulnerable youth and adults at risk require medical attention? Yes □ No □

I confirm that they information I have given is true and complete to the best of my knowledge:

Signature: _____Date_____

For the safeguarding focal persons to Complete: Outline the immediate action taken (e.g., parents or caregivers informed of the abuse, children ,girls, vulnerable youth and adults at risk was moved from their home, given medical treatment, etc.). If further action was not taken, you must state why.

Action

1

2. Appendix B: FHIDO Post- Abuse Care Planning Form

Children ,girls, vulnerable youth and adults at risk Name: _____Circle: Male Female Age: _____

With whom does the children, girls, vulnerable youth and adults at risk live: _____

Children , girls, vulnerable youth and adults at risk address: _____

Outline the children, girls, vulnerable youth and adults at risk current situation:

_____

_____

_____

Outline what would help the children ,girls, vulnerable youth and adults at risk to recover from the abuse (e.g., medical treatment, a new place to live, involvement in youth activities, counseling, etc.):

_____

_____

_____

Care Plan: List the actions you will take or oversee to support the children , girls, vulnerable youth and adults at risk :

Action: By when: Key person:

1._____

2._____

3._____

Signatures of survivor's parent/caregiver as appropriate :(Sign and print name)

Children ,girls, vulnerable youth and adults at risk: _____Date: _____ Signature: _____

FHIDO: _____Date: _____Signature: _____

Parent/caregiver: _____Date: _____ Signature: _____

Signatures of others involved in the children ,girls, vulnerable youth and adults at risk care and rehabilitation as appropriate:

Name: _____ Signature: _____Date: _____

Relationship to children ,girls, vulnerable youth and adults at risk : _____Name: _____

Name: _____Signature: _____Date: _____

3. Appendix C: Declaration of Criminal Convictions

Full Name: .....Previous Name (if applicable): .....

Date: .....

Have you ever been convicted of a crime? Yes ☐ No ☐

Do you have a pending court appearance? Yes ☐ No ☐

If you answered yes to either of the above questions, provide the following information. Please note that all information will be kept confidential by FHIDO management who will determine wither the information poses any risk or not in relation to children ,girls, vulnerable youth and adults at risk .

Details of all criminal convictions including those considered 'spent':

_____

_____

Describe any previous investigations or allegations made against you:

_____

_____

Action taken against you (i.e. legal sentencing, termination of employment etc.):

_____

_____

I hereby declare that the information I have provided is to the best of my knowledge and belief, true and correct and may be used as part of any subsequent contract between myself and

FHIDO. I understand that any false information or omissions might lead to the withdrawal of any offer of employment or any other sort of representation of FHIDO.

Signature: ..... Date: .....

4. Appendix D: Character Reference Form

Name of Applicant: .....Name of person providing reference: .....

What is your relationship with the applicant? .....

How long have you known the applicant and what contact have you had with them in the past year?

Specific areas (please check the most appropriate box). Please use the 'explanation' box to clarify your assessment, particularly if your response is C or D. If you do not have knowledge of the applicant in a particular area, please note this in the explanation section.

A= Excellent B= Good C= Satisfactory D= Poor

	A	B	C	D	Explanation
Attitude					
Responsibility					
Maturity					
Honesty					
Flexibility					
Motivation/Perseverance					
Initiative					

Energy/Enthusiasm					
Judgment					
Ability of communicate with others					
Ability to respect authority					
Ability to interact with co-workers					
Ability to cope with new/stressful situations					

Given your responses to the above, discuss the applicant's suitability to work with children ,girls, vulnerable youth and adults at risk : .....

Would you recommend that the applicant be able to work with FHIDO? Yes ☐ No ☐

Signature .....

5. Appendix E: Statement of Commitment to FHIDO Safeguarding Policy

I, _____, have read and understand this safeguarding policy. I agree with the values and beliefs contained within it and agree to work in accordance with the standards, guidelines and procedures it outlines while working with FHIDO.

Name_____

Job title/ relationship with FHIDO_____

Signature_____ Date_____

Witness

Name_____ Signature _____Date_____

6. Appendix F: Visitor/Consultant's Statement of Commitment to FHIDO's Safeguarding Policy

I, _____, have read and understand this safeguarding Policy. I respect FHIDO's values and beliefs in relation to safeguarding of children, girls, vulnerable youth and adults at risk. While visiting the FHIDO program sites and activities, I agree to:

- Behave in accordance with the Safeguarding Code of Conduct when around children, girls, vulnerable youth and adults at risk.
- Abide by the standards in relation to communications (imagery and text) around children, girls, vulnerable youth and adults at risk groups.
- Respect the confidentiality of children, girls, vulnerable youth and adults at risk groups I meet by not photographing them without permission or discussing them or anything about their situation with anyone outside of the organization.
- Immediately report any concerns that children ,girls, vulnerable youth and adults at risk groups is being abused to a Employees member so that further investigations can take place within the organizations guidelines and procedures.

Name:_____

Job title and organization_____

Purpose of the visit _____

Signature: _____ Date: _____

7. Appendix G: Authorization for Use of Image

I, (*print full name*) _____ (*) hereby grant permission to FHIDO and its employees and affiliates, to interview, photograph and/or videotape children ,girls, vulnerable youth and adults at risk groups and/or to supervise any others who may do the interview, photography and/or videotaping and to use images in educational and promotional activities for the following *without payment or compensation*:

☐☐Reports to various donors
☐☐Electronic publishing
☐☐Awareness or promotional campaigns
☐☐Website
☐☐Local/regional/national news media (

Signature: _____ Date: _____

Witness Signature: _____ Date: _____

If the individual to be interviewed, photographed and/or videotaped is under the age of 18, please indicate your relationship or authority to consent:

_____

Signature of Parent or Guardian: _____ Date: _____

8. Name and signature of FHIDO board members who approved this manual

#	Name	Position	Signature
1.	W/ro Roman Sebseb	Board chair	
2.	W/rt Metasebia Bekele	Vice Board chair	
3.	W/ro Wub Alemayehu	Secretary	
4.	W/ro Selamawit Alebachew	Member	
5.	W/rt Twedaj Befekadu	Member	
6.	Ato Kalegeziabher Gossaye	Member	
7.	Ato Selamsew Shale	Member	

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